



CalJOBSSM Conversion to SOC/O*NET

Employers

What is SOC/O*NET?

SOC/O*NET is a job category coding system that makes it easier for employer listings to match with qualified job seeker résumés.

What is a job category?

A job category is a grouping of related jobs by industry or activity.


Do I have to change my job listings?

Review your listings to see if the job title best fits the category. **Note:** It is important to ensure that your job title is in the right category.


Overview of Changes

Enter New Job Listing

- ✓ Two methods to locate job title categories!
- ✓ Job Category Descriptions!
- ✓ Enter your own job title!



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www.caljobs.ca.gov

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EMPLOYER SERVICES MENU

To use CalJOBSSM, click on one of the buttons below.

Enter a New Job Listing	Copy An Existing Job Listing
Change a Job Listing	Close a Job Listing
Search for Résumés	Enter or Update Company Profile
Change Your Password	

From the
Employer
Services Menu,
click on
**<Enter A New
Job Listing>**



ENTER JOB LISTING

To begin building a job listing, click on one of the categories below or enter categories with that word. [? TIPS](#)

Job Categories

[Architects & Engineers](#)
[Arts, Design, Entertainment, Media](#)
[Building / Grounds Maintenance & Cleaning](#)
[Business & Financial Operations](#)
[Community & Social Services](#)
[Computer & Mathematical](#)
[Construction & Extraction](#)
[Education, Training & Library](#)
[Farming, Fishing, and Forestry](#)
[Food & Lodging](#)
[Healthcare](#)
[Installation, Maintenance & Repair](#)
[Legal](#)


To build a job listing you need to locate a specific job category for your job title.

On this page, you have two ways to search for categories.

You may type in a title or part of a title to locate the category and click **<Search Categories>**

OR

Click on an underlined hyperlink from the **Job Categories** list.

categories with that text.  [TIPS](#)

Search Categories

Job Categories

[Architects & Engineers](#)

[Arts, Design, Entertainment, Media](#)

[Building / Grounds Maintenance & Cleaning](#)

[Business & Financial Operations](#)

[Community & Social Services](#)

[Computer & Mathematical](#)

[Construction & Extraction](#)

[Education, Training & Library](#)

[Farming, Fishing, and Forestry](#)

[Food & Lodging](#)

[Healthcare](#)

[Installation, Maintenance & Repair](#)

[Legal](#)

[Life, Physical & Social Science](#)

[Management](#)

[Military](#)

[Nursing](#)

[Office & Administrative Support](#)

[Personal Care / Service & Gaming](#)

[Production](#)

[Protective Services](#)

[Sales & Related](#)


[Transportation & Material Moving](#)

First we'll use the **Search Categories** function to search for the title "**Horse Trainer**" by typing the word "**trainer**".

[Previous Page](#)

Click on one of the categories below.

Healthcare >	<u>Athletic Trainers</u>	<u>Description</u>
Personal Care / Service & Gaming >	<u>Animal Trainers</u>	<u>Description</u>
Personal Care / Service & Gaming >	<u>Fitness Trainers and Aerobics Instructors</u>	<u>Description</u>



The categories found represent the categories that have the word **“Trainer”** in the title.
The correct category for the **“Horse Trainer”** is under **“Animal Trainers...”**
Let’s click on [**Description**](#).

Animal Trainers

Train animals for riding, harness, security, performance, or obedience, or assisting persons with disabilities. Accustom animals to human voice and contact; and condition animals to respond to commands. Train animals according to prescribed standards for show or competition. May train animals to carry pack loads or work as part of pack team.

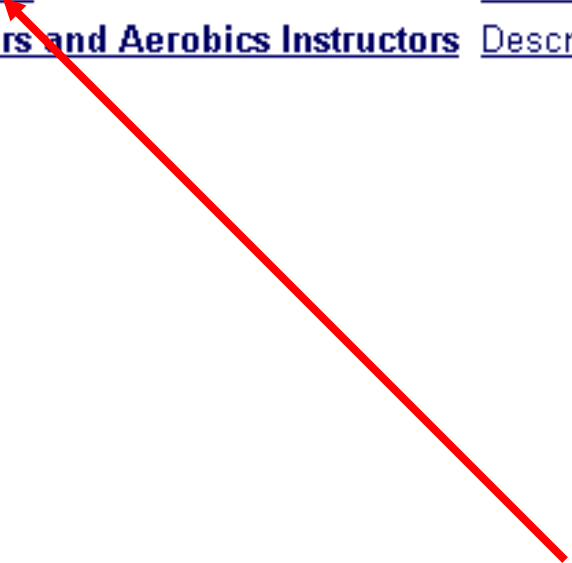
[Close](#)

After reading the description, click to close it. You will be navigated back to the list so you can select the category.

[Previous Page](#)

Click on one of the categories below.

Healthcare >	<u>Athletic Trainers</u>	<u>Description</u>
Personal Care / Service & Gaming >	<u>Animal Trainers</u>	<u>Description</u>
Personal Care / Service & Gaming >	<u>Fitness Trainers and Aerobics Instructors</u>	<u>Description</u>






The correct category for the “**Horse Trainer**” is under “**Animal Trainers...**” Click on [Animal Trainers](#) to add to your listing.



JOB SPECIFICATIONS

[Previous Page](#)Job Listing Category selected: [Personal Care / Service & Gaming](#) > **Animal Trainers**Enter a Job Title:  [TIPS](#)Zip code where the job is located:

Job Duties: (Type up to 4000 characters.)

Hours Per Week: Number of openings for this job title: Job Listing Close Date:   

(You can change this date and list a job opening for up to 60 days)

What level of Education do you require: Starting Wage:\$ Per Wage Negotiable? Experience Required: Years MonthsJob Start Date:    Job Duration:  Shift: California Drivers License Class: 

On the Job Specifications page

The Job Title can now be personalized! We entered Horse Trainer as the job title. Now we can proceed and complete our job listing.

categories with that text. [? TIPS](#)

Search Categories

Job Categories

[Architects & Engineers](#)
[Arts, Design, Entertainment, Media](#)
[Building / Grounds Maintenance & Cleaning](#)
[Business & Financial Operations](#)
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[Management](#)
[Military](#)
[Nursing](#)
[Office & Administrative Support](#)
[Personal Care / Service & Gaming](#)
[Production](#)
[Protective Services](#)
[Sales & Related](#)
[Transportation & Material Moving](#)

This time we're going to use the Job Categories list to locate "**Horse Trainer**" which is in Personal Care / Service & Gaming. Click on the underlined hyperlink from the **Job Categories** list.

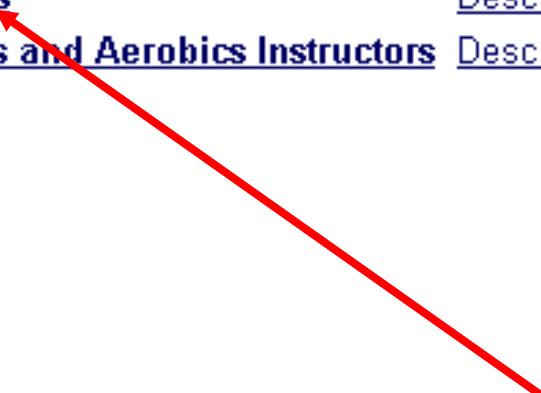


Version 21.0

BUILDING JOB OBJECTIVES[Previous Page](#)

Click on one of the categories below.

Healthcare >	<u>Athletic Trainers</u>	<u>Description</u>
Personal Care / Service & Gaming >	<u>Animal Trainers</u>	<u>Description</u>
Personal Care / Service & Gaming >	<u>Fitness Trainers and Aerobics Instructors</u>	<u>Description</u>



The correct category for the “**Horse Trainer**” is under “**Animal Trainers**”. Once you’ve viewed the description, select “**Animal Trainers**”. You will then type in **Horse Trainer** on the Job Specifications page to complete

JOB SPECIFICATIONS

[Previous Page](#)Job Listing Category selected: [Personal Care / Service & Gaming](#) > [Animal Trainers](#)Enter a Job Title: [? TIPS](#)Zip code where the job is located:

Job Duties: (Type up to 4000 characters.)

Hours Per Week: Number of openings for this job title: Job Listing Close Date:

(You can change this date and list a job opening for up to 60 days)

What level of Education do you require: Starting Wage:\$ Per Wage Negotiable? Experience Required: Years MonthsJob Start Date: Job Duration: Shift: California Drivers License Class:

On the Job
Specifications
page

The Job Title
can now be
personalized!
We entered
Horse Trainer as
the job title. Now
you can proceed in
completing your
job listing.



CalJOBSSM Conversion to SOC/O*NET

This concludes the
Employers
Overview of the
SOC/O*NET
Presentation.